



U.S. Department  
of Transportation  
Office of the Secretary  
of Transportation

400 Seventh St., S.W.  
Washington, D.C. 20590

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## EMPLOYEE TRANSPORTATION BULLETIN ET 2003-01

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**SUBJECT:** Transit Benefit Program Guidance

**PURPOSE:** This Bulletin provides updated guidance on the Department of Transportation (DOT) Transit Benefit Program reporting requirements in DOT Order M 1750.1, Section 1-5.2

**INFORMATION:** Currently, DOT Order M 1750.1 Section 1-5.2 requires the designated headquarters office of each Operating Administration and the Bureau of Transportation Statistics to report field participation figures to the Office of the Assistant Secretary for Administration at the end of each month. This reporting requirement was necessary during the development of the transit benefit program. The requirement is no longer necessary now that the Department's program is fully established. Operating Administrations are no longer required to report their monthly field participation figures to the Office of the Assistant Secretary for Administration.

Operating Administrations are still required to provide transit benefit data biennially as required by Section 1-5.1 of the Order.

**EXPIRATION DATE:** This Bulletin will remain in effect until canceled.

**MORE INFORMATION:** If you have any questions or require additional information, please contact Kurt Ettenger on (202) 366-2093

Patricia Prosperi, Director  
Office of Transportation and Facilities